

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
September 12th, 2019**

Meeting to order: President Craig Capps called the meeting to order at 4:31 PM at the Washington County Conservation Education Center.

Roll call:

BOARD MEMBERS PRESENT: Craig Capps, Kim Prier, Stan Stoops, & Bill Nickell

BOARD MEMBERS ABSENT:

STAFF PRESENT: Executive Director Zach Rozmus, Ranger Tech Cody Smith, Ranger Tech Brett Johnson,

GUESTS PRESENT: Thomas Cady

Approval of agenda: A motion was made to approve the agenda as provided by Kim Prier and seconded by Stan Stoops. Carried unanimously.

Review previous meeting minutes: Rozmus noted that there was a change in bills that were approved during the August meeting. Rozmus explained that there was an item that wasn't added to the VISA bill and that the correct amount pertaining to that was \$499.96, instead of the \$430 that was approved at the previous meeting. A motion was made by Bill Nickell to approve the August 8th, 2019 regular meeting minutes. Motion was seconded by Kim Prier and carried unanimously.

DISCUSSIONS AND ACTIONS:

Annual Rental Review

Rozmus explained that he and Center Coordinator Randi Brase had reviewed camping fees and facility rentals in the areas surrounding Washington County. Following that review Rozmus was not recommending an increase in camping fees or rental fees. Rozmus said that currently Washington County Conservation was very much in the middle in regards to camping fees compared to surrounding areas. Rozmus added that the facility rental prices were in the upper tier in the surrounding areas but noted that a driving component to that was the fact that Washington County has facilities that surrounding areas simply don't have.

Rozmus concluded the conversation by stating that although he wasn't recommending a change to fees at this time it was his intention to make the review a yearly item.

At this time Barb Donkersloot arrived at the meeting @ 4:36PM

Naturalist Hiring Process

Rozmus formally introduced the hiring of new naturalist Megan Jorgensen. Rozmus said he was excited to add Jorgensen to the team. Jorgensen's first day was scheduled to be September 16th. Rozmus stated that Jorgensen was an active conservationist who was passionate about environmental education, especially nurturing the next generation of environmentalists.

Conservation Center Carpet

Regarding the conservation center carpet, Rozmus explained that it was becoming more and more of an eyesore for staff and visitors. Rozmus said that the carpet had been professionally cleaned multiple times in the past year, but the stains present cannot be removed. Therefore, Rozmus proposed that conservation board allow him to begin an informal bid process with local contractors to have the carpet replaced. Rozmus thought it was best to go with carpet squared instead of wall to wall carpet. This way if there was a stain created during one of the rentals, individual carpet tiles could be removed and replaced as needed. Rozmus thought this would prolong the life of the new carpet. Rozmus added that he was still concerned stains would occur regularly, especially in the area where caterers typically set up.

Thus board member Bill Nickell proposed we consider a more water/stain resistant flooring choice in the area where caterers typically set up. Rozmus expressed that he thought that was a really good idea and that it would definitely help with clean up as well.

At this time board member Stan Stoops made a motion to allow Director Rozmus to begin the bid process for flooring replacement at the conservation center. Motion was seconded by Bill Nickell. Motioned carried unanimously.

Rozmus ended the discussion by stating that he'd like to have the bids back prior to the October board meeting so the board could make a decision regarding the carpet at that time.

Fern Cliff Tree Survey

Rozmus presented the results of the recently completed Fern Cliff Tree Survey. Rozmus let all those present know that he was very impressed with Brianna Zumhof. Zumhof put a considerable amount of time and effort into collecting the survey results and also preparing the tree survey document that was provided. Rozmus said he was very pleased with how well Zumhof and conservation staff worked together. Rozmus also thought it was a great opportunity for the conservation staff to absorb some of Zumhof's knowledge regarding natural resources.

At this time Rozmus presented the results to the Fern Cliff tree survey. Rozmus said this was a great example of a project that was geared toward natural resources but could also be used as a reference for the park moving forward.

Rozmus highlighted that 16 trees were identified during the survey that were over 150 years old.

Updates:

I. Fern Cliff Improvements

Rozmus said that conservation staff was beginning the process of compiling materials for the Fern Cliff improvements. Swales Precast had sent Rozmus a contract for the new latrine. Rozmus explained that currently his plan was to have the shelter and latrine completed before winter, but that was dependent on Swales Precast installation schedule.

In addition Rozmus said that conservation staff was brainstorming options for a fence that could be built near the overlook where the shelter will be located. Rozmus thought this was a good idea since there was such a steep drop off. Rozmus stated that "there's a reason why the park is named Fern Cliff."

II. Kirkwood Trail Head

Rozmus reiterated again that majority construction was complete at the trail head. Currently Delong's were waiting for the grass to establish itself. Rozmus noted that a fall over seeding was likely in the coming months.

Rozmus concluded discussion by stating that he intended to work Kirkwood and the City of Washington regarding a grand opening ceremony for the trail head.

III. Kewash Trail

Rozmus said that in the bills the board would see the final bills for the Kewash paving and enhancements. Everything else pertaining to the project moving forward would be regarding our TAP grant reimbursement.

Review of monthly reports

Maintenance Technician Fritz Engel's monthly report was provided and reviewed.

Center Coordinator Randi Brase' monthly report was provided and reviewed.

Ranger/Technician Cody Smith's monthly report was provided and reviewed.

Ranger/Technician Brett Johnson's monthly report was provided and reviewed.

Executive Director Zach Rozmus' monthly report was provided and reviewed.

Bills Approved For Payment

Following discussion, a motion was made by Stan Stoops and seconded by Barb Donkersloot to approve the following bills totaling \$29,194.93 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Gloves, paint, chalk, worms, ratchet strap, cleaning supplies, ammounition,	\$345.66
Agriland	Fuel	\$3,831.79
Arnold Motor	Oil filter, brake cleaner	\$97.44
Baker Paper	Paper towels	\$124.77
Chief Supply	Holster, handcuffs, case	\$77.00
Colbert Trucking	Hauling rock	\$357.70
Copy Systems	Monthly contract	\$61.96
Custom Impressions	Director clothing, patches	\$364.65
DeLong Construction	Kewash Trailhead	\$13,386.20
Douds	Cleanstone	\$1,022.08
Eastern Iowa Light & Power	Electricity	\$1,140.68
Greiners	Tire repairs and mounting	\$187.75
HyVee	Toilet bowl brushes	\$24.02
Impressions Computers	New computer setup	\$705.00
J & D Small Engine Repair	Mower maintenance	\$110.40
John Deere	Hand tools, oil	\$86.45
Larry & Lynda Ambrose	Campground Hosts	\$400.00
Luke Waste	July trash service	\$220.00
Lyons	Ranger house maintenance	\$498.00
MSA	Engineering service for Kewash	\$2,992.88
Pheasants Forever	Priarie grass seed	\$1,577.50
State Hygienic Lab	Water testing	\$143.00
US Cellular	Cell service	\$276.69
VISA	CCPOA training, taser cartridge, window decals	\$450.28
Walmart	Program materials, wiper blades, cleaning supplies, phones	\$197.93
Washington Lumber	Fasteners for lumber	\$49.99
Wilson's Plumbing	Hose, tape	\$31.36
Windstream	Internet service	\$195.64
WMPF	Naturalist postion ad	\$238.11

TOTAL BILLS		\$29,194.93

Meeting Adjourned: A motion was made by Stan Stoops and seconded by Bill Nickell to adjourn the meeting at 5:47PM. Motion was carried unanimously.

SIGNATURE

DATE